

This section covers the basic process of inserting an image into a post. On the post page, you can see the Dashboard Media link (circled), on mouse-over, this shows a pop-up with Media Library and Add New.

All image insertions must go through the Media Library – you cannot insert something feehand, and it generally will not work to paste in text containing images. Note that PDFs are different – they are posted and linked differently, and we'll talk about them later.

We'll work from within the post, assuming we want to add an image at the beginning of the text. **First, make sure everything is updated.**

The screenshot shows the WordPress dashboard for 'The Complement'. The left sidebar contains navigation links: Dashboard, Jetpack, Posts, All Posts, Add New, Categories, Tags, Media (circled in red), Pages, Comments (1), Portfolio Items, Enfold Child, Feedback, Appearance, and Plugins (7). The main content area is titled 'Edit Post' and includes an 'Add New' button. A warning message states: 'Warning: The installed version of UpdraftPlus Backup/Restore has not been tested on your version. It may not work properly. Please update to the latest version. [Click here to be tested for compatibility.](#)' Below this is the post title 'My Beginning Adventure' and its permalink: <https://thecomplement.info/2022/01/22/my-beginning-adventure/> with an 'Edit' button. The 'Advanced Layout Editor' is active. Two buttons are visible: 'Add Media' and 'Add Contact Form'. The text editor shows a 'Paragraph' block with the text: 'January is the month of beginnings. People decide that this month is the best time to make t Every negative thing in their personality must be changed in January, the month of new begi'. Below the text is the heading 'Go for it!'. Two callout boxes with red arrows provide instructions: '1. Position the cursor where you think you want the image' pointing to the text area, and '2. Then, click Add Media' pointing to the 'Add Media' button.

This will take you to the media library page, partially shown below. Here you have a choice of using an item already in the library, or of uploading a new image. We'll look at both, starting first with the existing image.

We won't worry about filtering for now – you just find your image by brute-force browsing.

The screenshot shows the 'Add media' interface. On the left is a sidebar with the following actions: 'Actions', 'Add media', 'Create gallery', 'Create audio playlist', 'Create video playlist', 'Featured image', and 'Insert from URL'. The main area is titled 'Add media' and contains two tabs: 'Upload files' and 'Media Library'. The 'Media Library' tab is selected. Below the tabs are two filter dropdowns: 'All media items' and 'All dates'. A grid of media items is displayed. The first item is a gallery of four photos of a 'RED SHOULDERED HAWK'. The second is a landscape photo of a river. The third is a photo of a person in a black and yellow outfit, which is circled in red. The fourth is a PDF document titled 'Jan2022CCID\_Final-Web.pdf'. The fifth is a photo of several books. The sixth is a photo of a red rose wreath. A red box highlights the 'Media Library' tab and the circled image, with arrows pointing to the following instructions:

- 1, Click Media Library
2. Click the image


The image will appear with a blue border and a check box in the upper left corner, and on the right margin of the page there will appear the column shown below.

A few slightly belated words about image editing – you probably should do it before uploading in the software of your choice. The Library has editing features but I find them clunky and confusing.

Once you inset the image into the post you can adjust the horizontal location (left, right, center) but not the vertical, and you can adjust size but you can't crop.

For this initial exercise we'll assume that the Library items are good enough.

**ATTACHMENT DETAILS**



**dancing.jpg**  
January 4, 2022  
20 KB  
612 by 612 pixels  
[Edit Image](#)  
[Delete permanently](#)

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Alt Text

[Describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Title

Caption

Description

The title is useful for search and sort (which we haven't been doing much.)

The caption actually appears in the post with (below) the inserted image

When you have what you want, click Insert into Post

A compressed version of what appears is shown below

Visual Text

Paragraph B I [bulleted list] [numbered list] [link] [table] [media] [undo] [redo]


January is the month of beginnings. People decide that this month is the best time to make the necessary changes to their life style to insure future success and happiness.

Every negative thing in their personality must be changed in January, the month of new beginnings. The opportunity to make these changes is here and now.

**Go for it!**

To resize, click the image and drag one of the corners

To relocate left, right, or center, click one of the circled icons



Silhouette of dancing couple isolated on a white background

Add Contact Form

B I [bulleted list] [numbered list] [link] [table] [media] [undo] [redo]

The image shows a screenshot of a rich text editor interface. At the top, there are buttons for 'Add Media' and 'Add Contact Form'. Below these is a toolbar with various icons for text formatting and editing. A red circle highlights three alignment icons: left-align, center-align, and right-align. The main content area contains text about January and a call to action 'Go for it!'. To the right of the text is an image of a dancing couple. Below the image is a caption. A text box on the left provides instructions on how to resize and relocate the image. A red arrow points from this text box to the alignment icons in the toolbar. At the bottom, there is another 'Add Contact Form' button and a zoomed-in view of the alignment icons, with a red circle around them.


This gives us the final product (below). Note that the caption does not scale with the picture.

If you don't like the final vertical orientation you must either rearrange the text relative to the picture, or delete the picture and try again, starting with the cursor in a different position.

[Add Media](#) [Add Contact Form](#)

Paragraph **B** *I* ☰ ☰ “ ☰ ☰ ☰ ☰

ABC — A 📄 ✎ Ω ☰ ☰ ↶ ↷ ?



January is the month of success and happiness.  
Every negative thing is behind you now.

***Go for it!***

Silhouette of dancing couple isolated on a white background

AND NOW – uploading a new picture to the library. Position your cursor as before, and click Add Media on the post page. Then, on the Library page,

Actions


- Add media
- Create gallery
- Create audio playlist
- Create video playlist
- Featured image
- Insert from URL

### Add media

[Upload files](#) [Media Library](#)

Filter media

All media items ▾ All dates ▾



RED SHOULDERED HAWK

Photos by Peter Tabor

Click here

You will get a mostly empty page with this in the middle. Follow one of the instructions.

Drop files to upload

or

Select Files

Maximum upload file size: 512 MB.

Pay attention to the maximum file size and remember to edit before uploading, if possible and necessary

After you drop or select, you will get a page with not much in the middle, and two margins as shown below.

Enter the caption (and anything else desired) and click Insert into Post

Actions

Add media

Create gallery

Create audio playlist

Create video playlist

Featured image

Insert from URL

### Add media

Upload files Media Libr

#### Filter media

All media items ▼



### ATTACHMENT DETAILS



broccoli-rat.jpg

January 25, 2022

5 KB

275 by 183 pixels

[Edit Image](#)

[Delete permanently](#)

Alt Text

[Describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Title

Caption

Description

File URL:

Copy URL to

clipboard

Insert into post

Note that you can either insert to post directly, or copy to the clipboard and then paste it in

1 item selected

[Clear](#)





# My Beginning Adventure

Permalink: <https://the complement.info/2022/01/22/my-beginning-adventure/>

Advanced Layout Editor

Add Media

Add Contact Form

Paragraph



ABC



Using “copy to clipboard” and “paste,” this picture inserted on the left, with its base at the top line. AND, the caption did not come with it. Using “Insert into Post” it inserted on the right with its top even with the top text line, and the caption was included (like the dancers).

January is the month of beginnings. People find success and happiness.

Every negative thing in their personality must be changed in January, the month